

## **DAS-Budget Application Client Software Instructions**

(rev. 05/03/2004)

### **Obtaining Required Accounts and Software Clients**

**Step 1.** In some cases users may be using the same workstation that was used during preparation of the agency's 2003 – 2005 biennial budget request. If this is the case, please contact the IMS Helpdesk for assistance in removal of the old connections and software clients. This will aid in updating the workstation to the most recent versions of the necessary software clients.

**Step 2. If you have determined your workstation is connected to the State backbone network, skip this step and continue to Step 3.**

#### **Virtual Private Network (VPN) Client Access:**

In the event your workstation is not connected to the State backbone network, it will be necessary to obtain Virtual Private Network (VPN) client software through DAS-IMServices.

**NOTE -** There will be a small \$12 monthly charge from IMServices for each VPN account.

Please contact the IMServices HelpDesk. Support staff will need to determine a number of things. First, if you have a VPN client already installed for some other (non-IMServices) application it may be necessary to remove the other VPN client. VPN clients do not work "well" with each other.

If you already have an IMServices VPN account, support staff will assign you to the appropriate security group. For instance, if you are accessing the NIS thin client application through the VPN, IMServices will need to insure that you are in the "NIS and Budget Application" VPN security group. If you are not accessing NIS through the VPN and you only require a VPN account for the Budget Application, IMServices will assign you to the "Budget Application" security group. If you currently have an IMServices VPN account for some other access, IMServices staff will assign you to an appropriate security group.

Once your VPN account is setup, IMServices staff will notify you of your VPN userID and password and send you a link to the IMServices website containing further instructions for downloading and installing the VPN client software.

Continue to Step 3.

**Step 3. If you have determined your workstation is connected to the State backbone network or your VPN account has been configured, proceed with installation of the Citrix client software.**

**NOTE:** If you are accessing the NIS thin client application, you already have the required Citrix client installed.

To install the Citrix client:

1. If using VPN- login to the VPN client.
2. Open your browser.
3. In the Address window, type <http://10.20.8.10/> and press **Enter**. You will see the DAS-IMS TSE/Citrix Home Page.
4. In the middle of the page click on the "DAS-Budget Fiscal Application" link. You will go to the DAS-Budget page. You may wish to add this page to your favorites for future access.
5. In the middle of the page between the two "Notice!" icons click on the "Click here" in the message, "And have an ICA client installed-- Click here".
6. Follow the prompts. Contact the IMS Helpdesk at 471-4636 or 800-982-2468 if you require additional assistance.

## **Running the Budget Application via Citrix:**

### **From a VPN connection:**

1. Connect to the Internet via your Internet Service Provider (ISP).
2. Log in to the VPN client software using the userID and password provided by IMServices.
3. Follow the web connection instructions below.

### **From a web connection:**

1. Open a web browser (MS Internet Explorer recommended).
2. In the address bar type the following: <http://10.20.8.10/budget/budget.htm> and press **Enter**.
3. Click on the link for "**Budget Fiscal Application - Prod**"
4. A "Connecting to..." window will appear followed by a security notification window - click OK.
5. This will take you to the Budget Application login window.
6. Follow the instructions for using the Budget application

When done (see **Printing Note**) , exit the Budget application and close your web browser.

**Printing Note:** If you were printing, ensure your print jobs have completed before exiting the Budget application.

Contact the IMS Helpdesk at 471-4636 or 800-982-2468 if you require additional assistance.